




Med Software LLC  
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 KLM

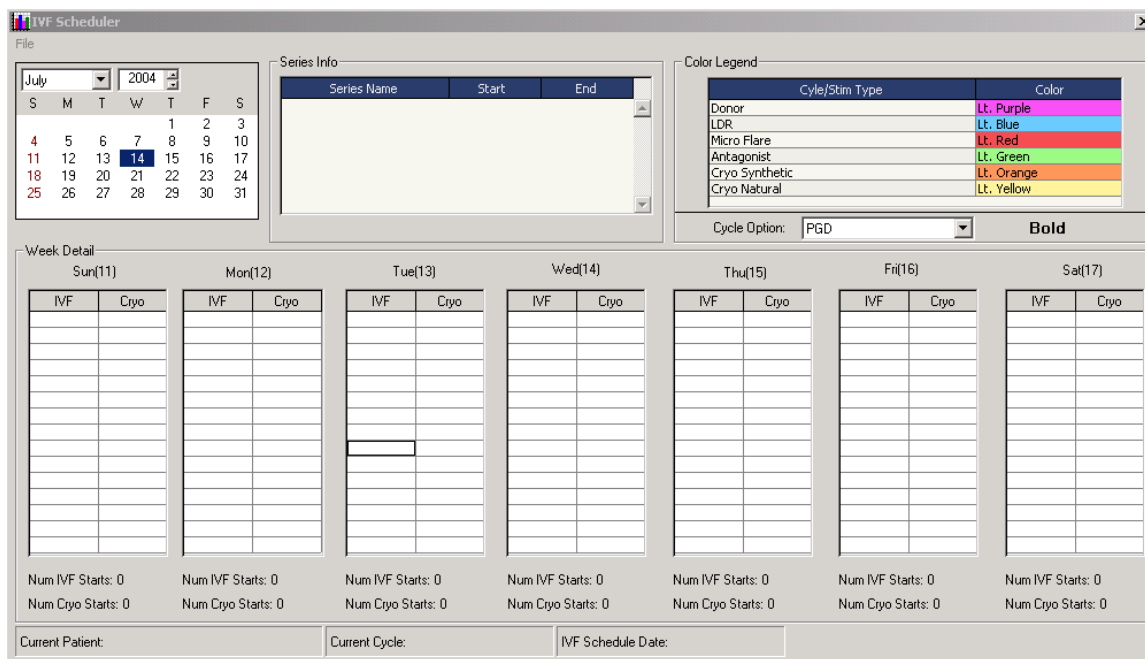
# IVF Scheduler

## User Instruction



## IVF Scheduler

The IVF Scheduler is used to schedule ART cycle starts – any patient that will be having an oocyte retrieval should have her cycle start scheduled (IVF cycles, Donor cycles, GC-Donor cycles). A REsource administrator will set up the series date ranges and the number of starts to be allowed each day. A patient's start can be scheduled in any available slot. The IVF Scheduler can be accessed via the Cycle menu or by clicking . Unlike most items in the Cycle menu you do not need to have a patient and cycle selected in order to open the IVF Scheduler. If, however, you are scheduling a patient, you will need to have the particular cycle selected prior to accessing the scheduler.



The IVF Scheduler consists of a date picker calendar, the series information (date range) for the date you have selected, a color legend and a week detail section.

### Date Picker Calendar and Series Info

The date picker calendar contains a month and year dropdown – with those selected, click on a date within the calendar to display that week's schedule. The corresponding series will be displayed in the Series Info section.

## Color Legend

Certain cycle types and stim types are represented by colors, as indicated in the Color Legend. When cycles are scheduled in the scheduler, they will appear with the corresponding color background.

Directly below the Color Legend is a Cycle Option dropdown list. The items in this list are the same items that appear as options in the cycle Plan section of the cycle details. Selecting an item in this dropdown will cause any patient scheduled that has that item in her cycle plan to appear in bold text. For example, if you select ICSI from the list, any patient with ICSI indicated in her cycle plan will appear bold.

## Week Detail

The Week Detail section is where dates are displayed and cycle starts are scheduled. There is room to allow for 15 fresh and 15 cryo starts per day. Any slot shaded gray is available for scheduling – white slots are unavailable. The number of fresh starts and the number of cryo starts currently scheduled on a given date will appear under the date in the 'Num IVF Starts' and 'Num Cryo Starts' fields. As patients are scheduled, their last name appears in the scheduled slot. If there are no more slots available on a given date a REsource administrator has the ability to add an additional slot (with prior physician approval).

## To Schedule a Cycle Start:

1 – select the patient and desired cycle in the Patient Explorer

2 – go to the main menu and select Cycle – IVF Scheduler

3 – select the desired date in the date picker calendar

4 – in the Week Detail section, click on an available slot for the desired date. Right click and select Schedule IVF Start from the menu that appears. Note that this option will be disabled if you do not have the appropriate permissions or if the cycle is not eligible for scheduling (i.e. – it's an RE cycle). Cryo cycles must be scheduled in the slots available for Cryo and fresh cycles must be scheduled in slots available for IVF.

5 – the IVF Schedule Details window will appear – verify that it displays the appropriate patient and cycle, enter any comments in the space provided, then click OK

**IVF Schedule Details**

**Cycle Info**

Patient Name: aaaa, bbbbbb T.      SSN: 111-00-0173

Cycle Num: 21      Cycle Type: IVF      Stim Type: Down Reg

Cycle Options:

**IVF Sched Info**

IVF Start Date: 10/31/04      Scheduled By: BEB      Scheduled On: 11/15/04

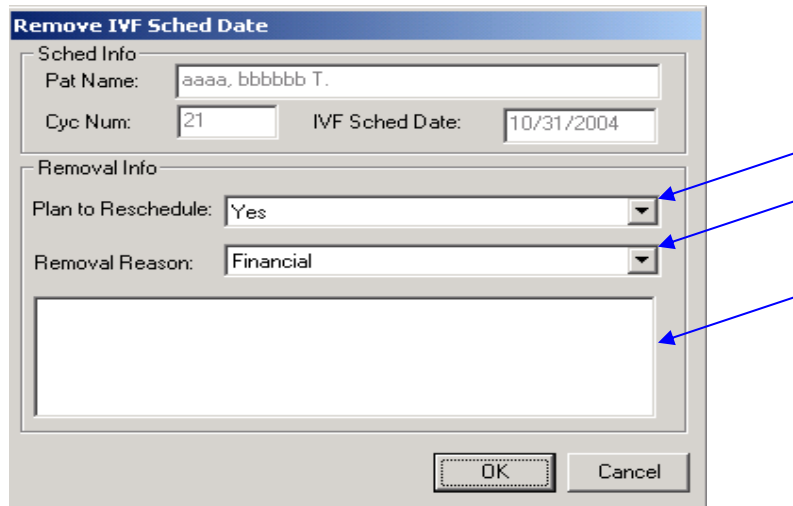
OK      Cancel

6 – the patient’s last name will now appear in the scheduled slot with the appropriate background color

Besides scheduling starts, the right-click menu in the IVF Scheduler allows users to remove starts as well as view the scheduling details and scheduling history.

**To Remove a Cycle Start:**

- 1 – open the IVF Scheduler. You do not need to have the patient and cycle selected in the Patient Explorer, unless you plan on also rescheduling the cycle start at this time.
- 2 – select the patient’s name on the given start date, right click and select Remove IVF Start from the options
- 3 – the Remove IVF Sched Date form will appear. Choose Yes or No to the Plan to Reschedule field and select the appropriate Removal Reason. Any comments can be added in the space provided.
- 4 - Click OK. The patient will be removed from the schedule.



**IVF Schedule Details**

The IVF Schedule Details window displays the patient name, SSN, Cycle Number, Cycle Type, Stim Type, Cycle Options (from the cycle plan) and the current schedule information. This is the same form that appears when you are scheduling a start.

**IVF Schedule Details**

Cycle Info

Patient Name: aaaa, bbbbbb T. SSN: 111-00-0173

Cycle Num: 21 Cycle Type: IVF Stim Type: Down Reg

Cycle Options:

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IVF Sched Info

IVF Start Date: 10/31/04 Scheduled By: BEB Scheduled On: 11/15/04

OK Cancel

## Schedule History

The IVF Schedule History displays all scheduling and removing of the cycle within the IVF Scheduler.

Log Date	Log Time	User	Action	Schedule Date	Reschedule	Removal Reason	Removal Comment
11/15/2004	2:50 pm	BEB	Scheduled	10/31/2004			
07/22/2003	2:33 pm	JH	Removed	07/20/2003	Yes	Financial	
07/22/2003	2:33 pm	JH	Scheduled	07/20/2003			
07/22/2003	2:33 pm	JH	Removed	07/24/2003	Yes	Other	
07/22/2003	2:32 pm	JH	Scheduled	07/24/2003			

**Log Date** – the date the action was taken

**Log Time** – the time the action was taken

**User** – the user who made the change

**Action** – scheduled or removed

**Schedule Date** – the corresponding IVF Scheduled date at that time

**Reschedule** – displays yes or no depending on what was selected on the removal form

**Removal Reason** – displays the removal reason selected

**Removal Comment** – displays any comment entered in the removal form

The history can also be viewed via the Cycle menu when you have the patient selected in the Patient Explorer. With the cycle selected, to the Cycle menu and select IVF Sched History.